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## 1992-93 UNOPA Executive Board Minutes, February

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UNOPA EXECUTIVE BOARD MEETING  
February 4, 1992

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, February 4, 1992, at 3:30 p.m. at the SREC Conference Room, East Campus.

MEMBERS PRESENT:

Jeanne Andelt  
Kathy Bennetch  
Luise Berner  
Dora Dill

Nelvie Lienemann  
Sandy Lineberry  
Linda Pence  
Susan Ray

Deb Ruthsatz  
Michelle Sieber  
Lola Young

Absent: Monie Brownson  
Jan Harris  
Lorraine Moon

Sheila Perry  
Anna Simmons  
Ronda Vietz

CALL TO ORDER:

The meeting was called to order by President Lineberry at 3:30 p.m.

APPROVAL OF MINUTES:

The January 7, 1992, minutes were approved with the following correction: under "Communications," the phrase "and a car" deleted in fourth sentence.

COMMUNICATIONS:

A letter was received from Chancellor Spanier regarding the Distinguished Educational Service Award. Nominations are due by February 21; guidelines are available from Sandy if you wish to make a nomination.

Input has been requested from the Chancellor's Office for names of graduates who might qualify for participation in Masters Week for 1992.

The Sexual Harassment in Academia workshop will be held Friday, February 7, for those interested in attending.

Travel arrangements have been finalized for the Jefferson City regional conference. Conference participants are to leave from Morrill Hall at 7:45 a.m. Friday, February 7, with an additional pick-up being made at the Games and Parks Commission.

ANNOUNCEMENTS:

Packet enclosures:

- Seating for February general meeting
- Treasurer's report

It was announced that Monie Brownson's father passed away last week.

TREASURER'S REPORT:

Jeanne Andelt moved that the Treasurer's report (February 4, 1992) as presented be approved. Linda Pence seconded the motion. **Motion carried.**

STANDING COMMITTEE REPORTS:

Awards (Deb Ruthsatz): Dr. Herb Howe will be making the presentation of the Floyd S. Oldt Silver Pen Awards at the February general meeting. She should be receiving the judges' decision Wednesday, February 5.

Employee Concerns (Jan Harris/Anna Simmons, absent): President Lineberry reported that Patti Lutter has met with Kirk Beyer and Faye Moulton regarding the reclassification issue. Sandy will visit further with Jan and Anna to see where this issue now stands.

The VDT Ad Hoc Committee is in the process of being formed. It was suggested that persons new to UNOPA and interested in becoming involved be considered for this committee.

Foundation (Sheila Perry, absent): It was reported that only one person has applied for reimbursement of expenses from Foundation funds.

Hospitality (Susan Ray): Table decorations and special treats are planned for next Tuesday's general meeting.

Membership (Monie Brownson, absent): No report.

Nominating (Dora Dill): Next Friday is the deadline for return of nomination forms. So far only three people have agreed to run for office. Dora indicated that one of the problems encountered by possible candidates has been a lack of support from that person's supervisor.

Professional Growth (Linda Pence): The January 28 PSP workshop was a success. Jeanne's presentation was well received by the 26 people attending. All participants were UNOPA members so no revenue was generated; however, the expenditures for flyers, etc., were minimal.

Publicity (Ronda Vietz, absent): A poster will be up for the next general meeting.

Program (Kathy Bennetch): Birdie Holder has been confirmed as our guest speaker.

Salary Issues (Lorraine Moon, absent): <sup>Input regarding</sup> The salary issues survey should be ready for mailing by February 15 to approximately 2,250 "C-line" people. The compiled results will be used in the event we are asked to appear before the Legislature for next year's budget hearings. After the Board reviews the results, possible dissemination to the Scarlet or other appropriate persons will be discussed.

Concern was also expressed through Lorraine by her supervisor that our board meeting time (3:30 p.m.) was not the most convenient for their office. Her supervisor felt that the lunch hour would be more appropriate.

UNOPA Notes (Michelle Sieber): The deadline for NOTES is February 10. The current issue of NOTES (January) will be submitted to National for their competition award. If there are any errors, please let her know before the March 15 deadline.

Ways and Means (Nelvie Lienemann): Nelvie reported that raffle ticket sales are progressing. Comments seem to be positive about the raffle, especially about the number and variety of prizes.

Nelvie will also follow through on the visors and possible ways of recouping our money (possibly through additional sales, resale to another vendor, or return to the company for credit).

UNFINISHED BUSINESS:

The proposed revisions to the Constitution and Bylaws were accepted by the responding membership (58 for; 1 against).

President Lineberry reported that to date no organization has volunteered to host the fall 1992 NEOPA state conference. Deb Ruthsatz made the motion to bring to our general membership for their approval the recommendation to host the Fall 1992 meeting of the state association with Linda Pence and Deb Hendricks serving as co-chairs. Jeanne Andelt seconded the motion. **Motion carried.**

The position of Salary Issues Co-director was discussed. Kathy Bennetch moved to appoint Ruth Bohmont, Telecommunications Center, as the new Salary Issues Co-director. Lola Young seconded the motion. **Motion carried.**

NEW BUSINESS:

The audit report of UNOPA's 1990-91 financial records received from Operations Analysis was discussed. Comments made by the auditor overall were most positive. Suggestions for possible improvement were made. The Board discussed several of those recommendations. One suggestion made was that UNOPA use prenumbered receipts instead of the more generic receipts we now use. The cost for using prenumbered receipts would more than double what is currently spent. It was the consensus of the Board that we continue with the less costly receipts which the Treasurer prenumbers. Another recommendation discussed concerned budgeting for Workshop income. Since a policy has been put into place this year that all net income (or loss) from our workshops be deposited (withdrawn) into our Foundation account, the Board felt there was no need to place this item in future proposed budgets. We also made note of the auditor's recommendation to review the overexpenditure of budgeted expenses. The expenditures are monitored closely by the Treasurer and any overexpenditures are brought to the attention of the Board. The expenditures for the previous year are carefully reviewed when budgets are proposed for the following year.

President Lineberry gave us a summary of the Deans and Directors meeting of January 21. All newsletters produced within the University are now going to be reviewed by Mike Mulnix for possible consolidation. Sandy also noted that the direction of these Deans and Directors meetings is somewhat different under the new leadership of Chancellor Spanier.

One-half the registration fee for the Re-energizing Workshop (March 7), co-sponsored by UNOPA and LPSAOP, will be paid by the Chancellor's Office. Several other units (e.g., IANR and Teacher Colleges) will be picking up the other half of the fee. *for individuals within their departments*

Running for office on the NEOPA state ballot are: Linda Pence, Vice President; Luise Berner, Treasurer; and Sandy Lineberry, President-elect. For those of you that are members of state, be sure to return your ballots.

ADJOURNMENT:

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

*Luise Berner*

Luise Berner, CEOE  
Recording Secretary

